



DCJS

Virginia Department of Criminal Justice Services

COVID-19 Impacts

Fingerprinting Locations

There are 56 Fieldprint Livescan fingerprinting locations in Virginia. Some locations are temporarily closed. Fieldprint updates their [appointment portal daily](#) to show only their open sites. This prevents you from scheduling an appointment only to later learn that the location is closed. In the event that does happen, Fieldprint will notify you of the change, so be sure to provide them with accurate contact information. In the meantime, you may have to travel a little further than normal.

First Source Solutions Laboratory and Clinic/Collection Sites (SCOP Applicants Only)

First Source Solutions' operations team remains in contact with lab partners and can report that all are running at normal operational levels. Their team is also monitoring clinic and collection site operations and can provide updates to clients. During this emergency, their recommendation to all clients is that they contact the sites directly to make appointments, and to confirm hours of operations. Should you require additional support, you can always call them at 1-900-732-3784 during normal business hours, and they can assist you.

License, Certification, and Registration Renewals

Nearly all the DCJS required in-service training can be completed on-line. This situation should not have an impact on most licenses, certifications, and registrations. If in-service training cannot be completed due to COVID-19-related issues, please contact us so we can note it in your file and provide assistance, if possible.

New Initial Registration, Certification, or License Applications

At this time, for new initial registration, certification, or license applications, all current regulatory requirements remain in effect.

Training School Availability

On March 23, 2020, Governor Northam issued [Executive Order 53](#) and on March 30, 2020, he issued [Executive Order 55](#) in an effort to minimize the spread of COVID-19. The Executive Orders allows businesses that provide professional services, including private security services businesses and training schools, to remain open although they should utilize teleworking as much as possible, adhere to social distancing recommendations, enhanced sanitizing practices on common surfaces, and apply relevant workplace guidance from state and federal authorities. In response to Executive Order 53, several training schools may choose to close during this crisis, if they cannot adhere to the requirements set forth.

Training requirements for Private Security Services (PSS) renewal registrations have been suspended for 90 days. DCJS will temporarily extend your Registration expiration dates by 90 days while you try to fulfil your training requirements. This will keep your status current and in a Pending Renewal status during this period.

This will also prevent your card from expiring. We will continue this process until after the Governor lifts the current state of emergency.

For all other programs and categories, Bails Bondsman, Bail Enforcement Agents, and Special Conservators of the Peace, DCJS does not have the authority to grant similar extensions or exemptions. If training is difficult to obtain, we encourage you to do your best to fulfill all other registration requirements and to inform us of the difficulty that you are experiencing. We can be reached via telephone at (804) 786-4700 or email us at privatesecurityonline@dcjs.virginia.gov. We will make a note in your record and try to assist you in finding another training school. We ask that you keep trying to find the training that is required.

Firearms Renewal Issues

For PSS registrations only, the firearms registration renewal training requirements has been suspended for 90 days past the registration expiration date. DCJS will extend your firearm training requirements for 90 days past your Firearm Expiration Date. We will temporarily extend your Registration and Firearm expiration dates by 90 days while you try to fulfil your training requirements. This will keep your status current and in a Pending Renewal status during this period. This will prevent your card from expiring. We will continue this process until after the Governor lifts the current state of emergency.

For all other programs and categories, Bails Bondsman, Bail Enforcement Agents, and Special Conservators of the Peace, DCJS does not have the authority to grant similar extensions or exemptions. Some outdoor ranges may still be open for firearms training certifications. If you are having difficulty obtaining training, we encourage you to reach out to us. We can be reached via telephone at (804) 786-4700 or email us at privatesecurityonline@dcjs.virginia.gov. We will make a note in your record and try to assist you in finding an open range. We may also be able to temporarily change your registration to unarmed.

Emergency License/Registration Exemption Policy/Procedures

(Please note this exemption only applies to Private Security Services Businesses and Personnel)

Code of Virginia Authorization

[§ 9.1-139](#). Licensing, certification, and registration required; qualifications; temporary licenses.

- L. The Department may grant a temporary exemption from the requirement for licensure, certification, or registration for a period of not more than 30 days in a situation deemed an emergency by the Department.

Definition of an Emergency Situation

If the Governor has declared a State of Emergency, DCJS will consider all requests on a case by case basis.

Temporary Exemption Process for Private Security Services Businesses Licensed by Virginia

A Licensed Private Security Services Business that seeks to bring unregistered out-of-state personnel into Virginia to work under a Temporary Exemption must provide DCJS with the following information/documentation:

- Name of the Licensed Private Security Services Business;
- Purpose for the Temporary Exemption Request;

- A list of unregistered personnel who will be brought in from out-of-state and which category of registration under § 9.1-139. C. of the *Code of Virginia* the person would be registered as, if they were performing services in Virginia (armored car personnel, armed security officer, detector canine handler, unarmed security officer, security canine handler, private investigator, personal protection specialist, alarm respondent, locksmith, central station dispatcher, electronic security sales representative, electronic security technician's assistant, or electronic security technician).
- A statement as to whether the personnel will be armed or unarmed;
- Documentation that the personnel is properly licensed/registered in their State (A copy of the personnel's license/registration will serve as documentation);
- If the personnel will be working armed, documentation that firearms training requirements for that State are current; and
- Length of time the Temporary Exemption is requested (**Not to exceed 30 days**).

If the Temporary Exemption is approved, DCJS will provide a Temporary Exemption letter to the requesting company. Individuals identified in the Approved Temporary Exemption should keep a copy in their possession at all times while working in Virginia.

Temporary Exemption Process for Out-Of-State Private Security Services Businesses who are *NOT* Licensed by Virginia

An Out-Of-State Private Security Services Business that is not licensed by Virginia that seeks to perform services within Virginia and bring unregistered out-of-state security personnel into Virginia to work under a Temporary Exemption must provide DCJS with the following information/documentation:

- Name of the out-of-state Private Security Services Business;
- Purpose for the Temporary Exemption Request;
- A copy of the out-of-state Private Security Services Business' valid license issued by their home state of licensure;
- A copy of the business' Certificate of Insurance;
- A list of the unregistered personnel who will be brought in from out-of-state and which category of registration under § 9.1-139. C. of the *Code of Virginia* the person would be registered as, if they were performing services in Virginia (armored car personnel, armed security officer, detector canine handler, unarmed security officer, security canine handler, private investigator, personal protection specialist, alarm respondent, locksmith, central station dispatcher, electronic security sales representative, electronic security technician's assistant, or electronic security technician).
- A statement as to whether the personnel will be armed or unarmed;
- Documentation that the personnel is properly licensed/registered in their State (A copy of the personnel's license/registration will serve as documentation);
- If the personnel will be working armed, documentation that firearms training requirements for that State are current; and
- Length of time the Temporary Exemption is requested (**Not to exceed 30 days**).

If the Temporary Exemption is approved, DCJS will provide a Temporary Exemption letter to the requesting company. Individuals identified in the Approved Temporary Exemption should keep a copy in their possession at all times while working in Virginia.

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<https://www.dcs.virginia.gov/licensure-and-regulatory-affairs>

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